

after Year 1 records were generated. The **Generate** function does not update or replace records previously **Added** or **Generated**, so records are not duplicated.

If an attempt is made to **Generate** records that have already been **Added**, an error message is displayed on the Appropriation Symbol (AS) Table Activity Report for each existing record. However, error messages are not issued when an attempt is made to **Generate** previously generated records. If the **G=Generate** function is keyed more than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

Successful **Generate** transactions update the AS File during the CALSTARS nightly process. **Generate** transactions that do not pass all edits are not added to the AS Table; they are displayed on that day's activity report with their corresponding error messages.

Factors That Impact AS Table Generate Maintenance

The following table describes how various factors impact the Generate table maintenance function for the AS Table.

AS Table Generate Function Logic Table			
AS Table Record Value:			Result
Reversion Ind.	Start Date within the fiscal year (7-1-YYYY through 6-30-YYYY) of the 'Generate' maintenance transaction FFY?	Account Type is 00, 85, 90, 91, 92, 95, 96, 97, 98, CA or RR?	
0	Yes	Yes	Generate function creates new record with: The Enactment Year and the SCO Account Enactment Year is set to the current AS Table FFY + 1. The Chapter and the SCO Account Chapter is set to BAYYYY (where YYYY is the new 4-digit FFY) ^{1/} . The Start Date, Encumbrance Availability Date and the Reversion Date are incremented by one year (+1).
		No	Generate function generates new FFY record with no changes to information.
	No	Yes	Generate function generates new FFY record with no changes to information.
		No	Generate function generates new FFY record with no changes to information.
1			No new record generated.
2 or 9			Generate function generates new FFY record with no changes to information.

N=NextFrom The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **Print Table** function provides agencies the option of generating an electronic report file of the Appropriation Symbol (AS) Table Listing Report and/or printing the report through the Print/Report File Selection pop-up screen. An example of the CSB940-2 report is displayed in Exhibit IV-AS-5.

If a FFY is displayed on the pop-up screen, only records for the specified FFY are selected. If the FFY field is blank, the entire Appropriation Symbol Table (all FFYs) is selected.

From The Entry Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the Entry screen when **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen. Except for the function and the FFY fields, all fields must be blank when **Enter** is pressed.

From The List Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. To request all records within the Appropriation Symbol Table, delete the FFY from the FFY field on the pop-up screen. Except for the function and the FFY fields, all fields must be blank when **Enter** is pressed

From The FFY Maintenance Screen:

Key **P** in the F action column, the FFY if desired, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

V=ViewFrom The Entry Screen:

Key **V** in the Function field, the FFY and Appropriation Symbol in their respective fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. The record is displayed with a confirmation message at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Rec

The **W** function immediately prints a single record report (CSI940-2) and generates a single record report file from the Appropriation Symbol Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI940-2.TBL-AS.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key **W** in the Function field, the FFY and Appropriation Symbol in their respective fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen

From The List Screen:

Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen. **X=Delete FFY**

The **X=Delete FFY** function initiates the deletion of all AS records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown below.

<p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete all Appropriation Symbol records for 2005</p> <p style="text-align: center;">Press F4 to confirm; F2 to cancel</p>

If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the Appropriation Symbol Table.

A message confirming that the records were deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen.

Note: Function X cannot be used for the current, prior or prior-prior fiscal years. If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Appropriation Symbol Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ✧ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

NOTE: When table look-up assistance is used with the Appropriation Symbol or Title fields, the entire record is displayed when a selection is made.

- ✧ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

EXHIBIT IV-AS-3
APPROPRIATION SYMBOL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
ACCOUNT TYPE (ACCT)	2	<p>Enter the Account Type. Valid values are:</p> <p>00 - Appropriated by program or category (includes special deposit fund accounts, transfers and loans)</p> <p>11-87 - SCO (2-digit) Category (<u>excluding</u> 20, 30, 40, 50, 60, 70, 80 and 85)</p> <p>80 - Unallotted (per Budget Act, Exec. Order or Special Legislation)</p> <p>85 - Unallocated (per Budget Act)</p> <p>88 - Employees Retirement Contribution Offset</p> <p>89 - Reimbursement Refunds (Trustees only)</p> <p>90 - Scheduled Reimbursements</p> <p>91 - Unscheduled Reimbursements</p> <p>92 - Miscellaneous Reimbursements (2nd Schedule line)</p> <p>95 - Other Miscellaneous Advances</p> <p>96 - State Compensation Insurance Fund</p> <p>97 - Revolving Fund Advance</p> <p>98 - Service Revolving Fund Advance-Other Services</p> <p>CA - Clearing Account (Program 99)</p> <p>PR - Partial Reappropriation</p> <p>RR - Revenues and Refunds to Reverted Appropriations (includes Federal Receipts, 0890 - F accounts)</p>
<p><u>Program Coding Levels:</u> (Program, Element, Component and Task)</p> <p><i>Refer to the 'guidelines' before coding these fields.</i></p> <p>If these fields are coded, the APPROPRIATION <u>OBJECT</u> LEVEL Indicator must be '0' and the APPROPRIATION <u>PROGRAM</u> LEVEL Indicator must be consistent with the level of the program structure coded. AS Table coding <u>must</u> be at the same level as the Budget Act and other accounts/items.</p>		
PROGRAM (PG)	2	Enter the Program or leave blank (used for program appropriations). The Program must be pre-defined in the D15 Descriptor Table. Leave blank for the clearing account appropriation symbol, category appropriations, or when the SCO program is blank.
ELEMENT (EL)	2	Enter the Element or leave blank. The Element must be pre-defined in the D16 Descriptor Table and can be coded only when Program is not blank.
COMPONENT (COMP or CMP)	3	Enter the Component or leave blank. The Component must be pre-defined in the D17 Descriptor Table and can be coded only when the Program and Element are not blank.
TASK (TSK)	3	Enter the Task or leave blank. The Task must be pre-defined in the D18 Descriptor Table and can be coded only when the Program, Element, and Component are not blank.

EXHIBIT IV-AS-3
APPROPRIATION SYMBOL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
CHARACTER (CHAR)	1	Enter the statewide (UCM) Character code: 1 - Support 2 - Local Assistance 3 - Capital Outlay
Category Coding Levels: (Category, Object and Object Detail) <i>Refer to the 'guidelines' before coding these fields.</i> If these fields are coded, the APPROPRIATION PROGRAM LEVEL Indicator must be '0' and the APPROPRIATION OBJECT LEVEL Indicator must be consistent with the category coding level. Leave these fields blank if appropriated by program.		
CATEGORY (C)	1	Enter the statewide 1-digit Category or leave blank. Used by agencies that receive appropriations on a line-item basis. Leave blank for the clearing account appropriation symbol. If blank and the Appropriation Object Level Indicator is set to 1, CALSTARS will determine the Category based on the Object.
OBJECT (OB)	2	Enter the statewide Object or leave blank. Coded only when the appropriation is at this level and Category is not blank.
OBJECT DETAIL (OBJ DTL or DTL)	3	Enter the statewide Object Detail or leave blank. Coded only when the appropriation is at this level and the Category and Object are not blank.
ENACTMENT YEAR (ENACT YR or ENY)	4	Enter the Enactment Year. Refer to the <i>Uniform Codes Manual</i> for guidelines on coding the Enactment Year when it is not readily discernible. It will normally be the same as the funding fiscal year. For continuing appropriations, capital outlay or reappropriations, follow the SCO Agency Reconciliation Report format and use the Year (shown as 'YR Date') as the Enactment Year.
CHAPTER (CHAPT)	6	Enter the Appropriation Chapter Number. Use the format nnn/FY , where nnn is the Chapter Number and FY is the year the Chapter is passed. For the proposed Budget Act, use BAyyyy . Once chaptered, the BAyyyy is replaced with the real Chapter number. Blank is not allowed. Use NA for revenue items that do not have a chapter.
REFERENCE (REF)	3	Enter the Reference from the appropriation in the Budget Act or <i>Uniform Codes Manual</i> , as appropriate. The Reference must be defined in the D26 Descriptor Table. The Reference must match the SCO Agency Reconciliation Report and comply with the UCM coding structure. For revenue items, except the FTE, use 980 in accordance with the UCM. For FTF revenue receipts, Fund 0890, use the same Reference as shown in the Budget Act and the SCO Agency Reconciliation Report.
BUDGET ACT ORG (BUD ORG)	4	Enter the Organization Code contained in the Budget Act that defines the legal reference. For most agencies, this should be the same as the OC Table Level 1 organization.
DISBURSING ORG (DISB ORG)	4	Enter the Organization Code that identifies the SCO agency control account. This is the code that will print out on claim schedules and remittance advices.